

Acceptance of Travel Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally accept the travel schedule provided for the upcoming [event/meeting/conference] in [destination] from [start date] to [end date].

I appreciate the arrangements made and confirm my participation. Please let me know if there are any further details or requirements needed before my departure.

Thank you for your consideration. I look forward to the trip and the opportunities it will present.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]